



EPA Region 10 Quick Reference Guide for a Permittee to Create an Account and Request Access Using NetDMR (For Signatory/Permit Administrator Roles)

Creating an Account

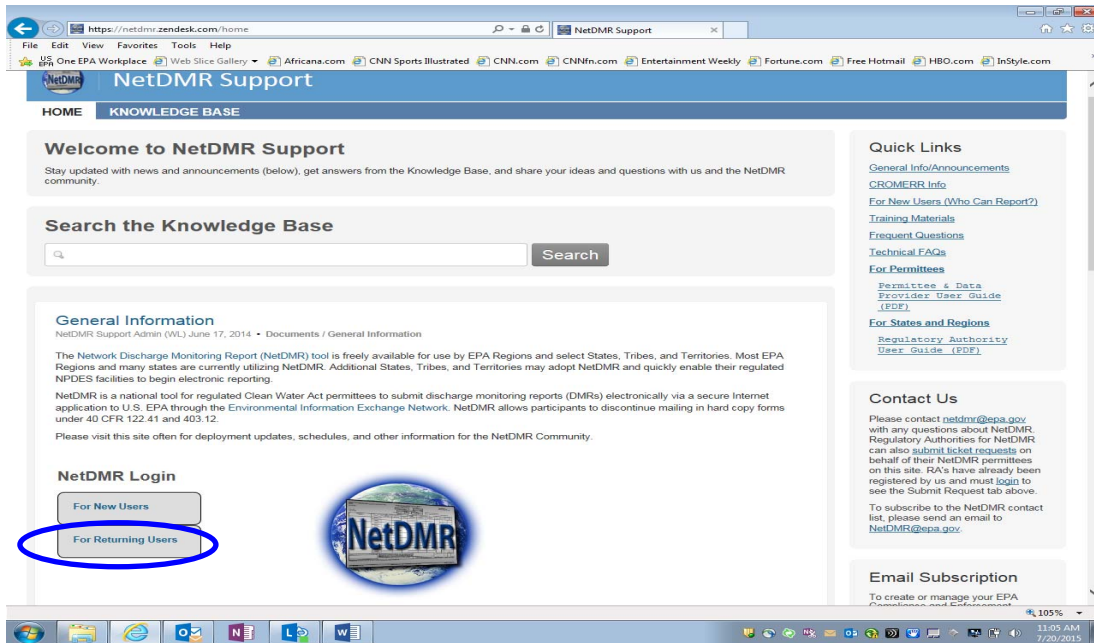
Live (Production) Website–

www.epa.gov/netdmr

Please note that the **first** person creating an account for a facility in NetDMR must have the legal authority (i.e., be the Responsible Official as identified in 40 CFR 122.22) to sign permit applications, reports, and other permit-required submittals (e.g., DMRs), or alternatively, be someone who will be authorized/delegated in writing by the Responsible Official to sign DMRs (i.e., the Authorized Official) for the facility. The first person who establishes their account in NetDMR will be identified as the Signatory and will also be automatically given the **Permit Administrator**, **Edit**, and the **View** roles

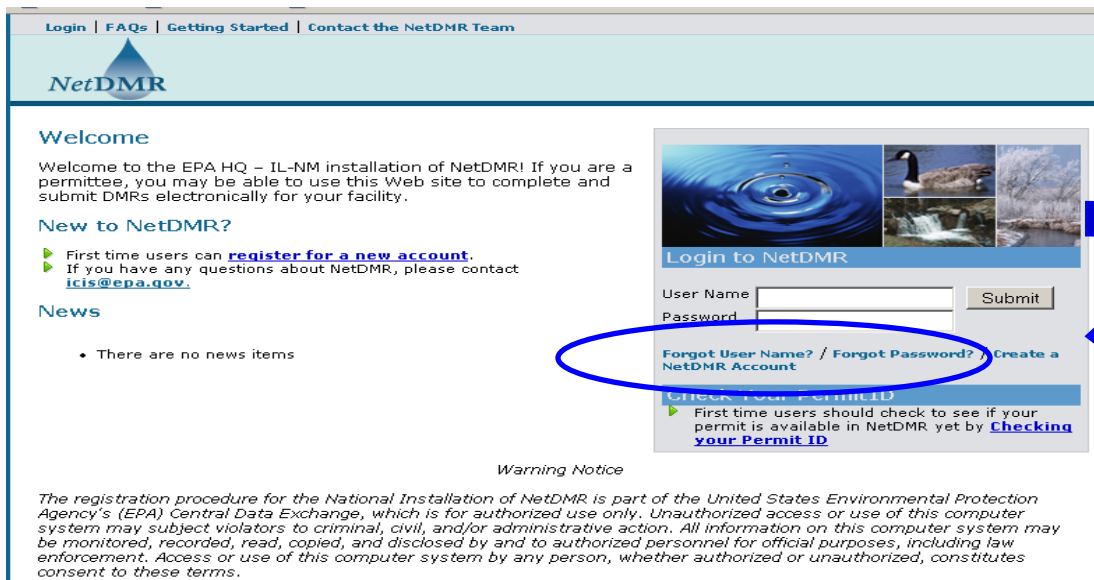
Note: The Permit Administrator will have the responsibility for approving other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility. Please see the discussion on page 9 of this guidance for more information on the different roles and functions each permittee user type can have in NetDMR.

If you go the **Live Website** address, you should see the “**NetDMR Support**” page, where you can click on the NetDMR Login “[For Returning Users](#)” tab to get you to the “**NetDMR Welcome**” page. Once on the NetDMR Welcome page, click on the “[Select Regulatory Authority](#)” pull down menu and select the **EPA Region 10 - State** instance and click on “[Go](#)”.



Once you are on the “NetDMR Welcome” Page:

We recommend that you **Check for your Permit Number** prior to creating an account. Most NPDES permits will be available for filing through NetDMR – however, some permits (e.g., stormwater multi-sector general permit) are still being added to NetDMR.



To do this click on the “[Checking Your Permit ID](#)” link

Enter a valid **9 digit** NPDES Permit ID.

Click on “[Check Permit ID](#)”

If the permit is **not** available for reporting in NetDMR, a message similar to below will appear.

If the permit is available you will receive a confirmation message similar to below.

Now you can create your account on the “NetDMR Welcome” Page

If you checked for your permit, click the “[Login](#)” tab on the top of the page to return to the “NetDMR Welcome” page. Once on the “NetDMR Welcome” page:

Click on either “[Register for a new Account](#)” or “[Create a NetDMR Account](#)”

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

NetDMR

Welcome

Welcome to the EPA HQ – IL-NM installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

- First time users can [register for a new account](#).
- If you have any questions about NetDMR, please contact icis@epa.gov.

News

- There are no news items

Login to NetDMR

User Name:

Password:

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

Check Your PermitID

First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

You will be required to complete all the fields with an asterisk.

Note: you must select **“Permittee User”** for the “Type of User”.

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

NetDMR

Create a NetDMR Account

General Account Information

Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry.

Email Address: *

Enter Email Address Again: *

User Name: *

☒ Use my email address as my user name
☐ Create my own user name

First Name: *

Last Name: *

Telephone Number: * (###-###-####)

Organization: *

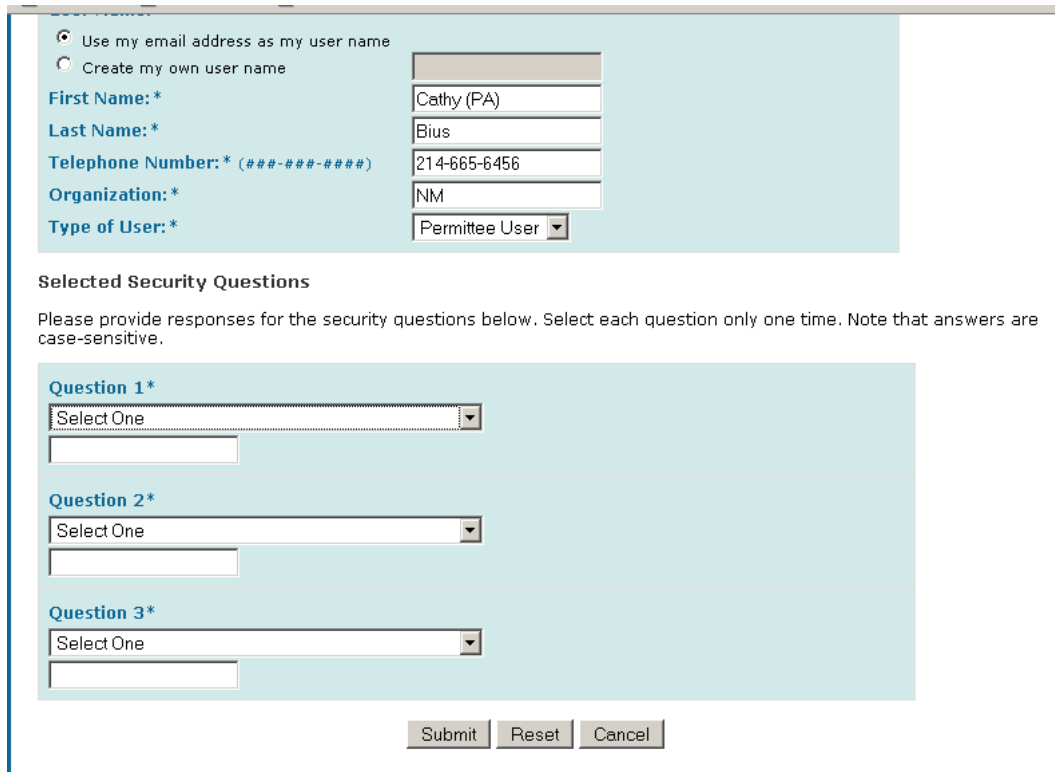
Type of User: *

Selected Security Questions

Please provide responses for the security questions. Select each question only one time. Note that answers are case-sensitive.

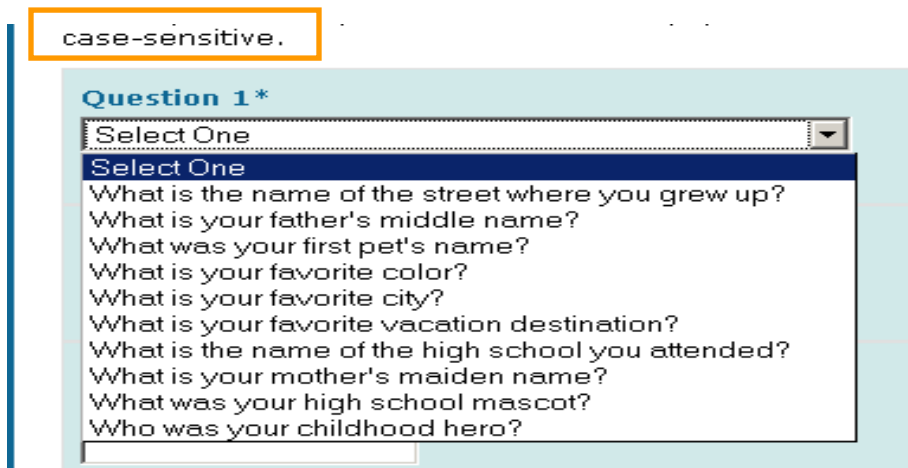
Next, answer the security questions. Choose from the list of questions and type in your answers. It's important that you remember your answers as you will be asked to respond to one of the questions at several points in the NetDMR process (i.e., to finish the

registration process, to electronically sign your DMRs, and to change your password every 90 days).



A screenshot of a web registration form. At the top, there are two radio buttons: "Use my email address as my user name" (selected) and "Create my own user name". Below these are several text input fields: "First Name:" with "Cathy (PA)", "Last Name:" with "Bius", "Telephone Number:*" with "214-665-6456", "Organization:*" with "NM", and "Type of User:*" with a dropdown menu showing "Permittee User". Below the form fields is a section titled "Selected Security Questions" with a note: "Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive." There are three questions, each with a "Select One" dropdown menu and a text input field below it. At the bottom of the form are three buttons: "Submit", "Reset", and "Cancel".

Here is the list of questions. **Remember your answers are case-sensitive!**



A screenshot of a web page showing a list of security questions. At the top, there is a text input field containing "case-sensitive.". Below this is a section titled "Question 1*" with a "Select One" dropdown menu. The dropdown menu is open, showing a list of questions: "What is the name of the street where you grew up?", "What is your father's middle name?", "What was your first pet's name?", "What is your favorite color?", "What is your favorite city?", "What is your favorite vacation destination?", "What is the name of the high school you attended?", "What is your mother's maiden name?", "What was your high school mascot?", and "Who was your childhood hero?". Below the list is a text input field.

When you are done filling in all of the required fields, click "[Submit](#)"

Verify your responses displayed in the gray boxes. Make any necessary changes. Click on "[Verify](#)".

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

NetDMR

Verify NetDMR Account Request

Please verify the information you entered below to create a NetDMR account.

General Account Information

Email Address:	cathyperadm@yahoo.com
User Name:	
<input checked="" type="radio"/> Use my email address as my user name <input type="radio"/> Create my own user name	
First Name:	Cathy PA
Last Name:	Bius
Telephone Number:	214-665-6456
Organization:	NM
Type of User:	Permittee User

Selected Security Questions

Question 1	
What was your first pet's name?	Dog
Question 2	
What was your high school mascot?	Mascot

A NetDMR Account Request message appears stating your request is being processed and you should receive an email within 24 hours. Click **OK**

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

NetDMR

Confirm NetDMR Account Request

Thank you, cathyperadm@yahoo.com. Your NetDMR account creation request is being processed.

Within the next 24 hours, you should receive an email that includes a Web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your [regulatory authority](#) for further assistance.

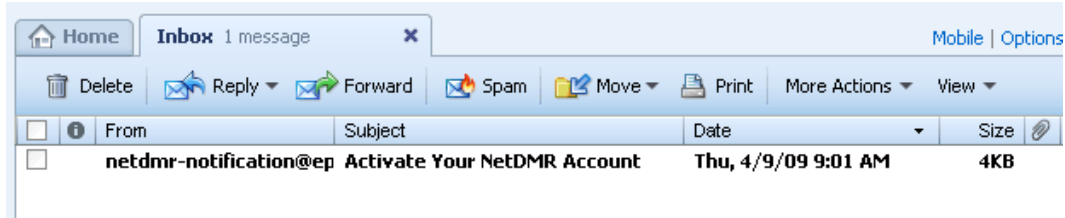
Thank you.

NetDMR Support

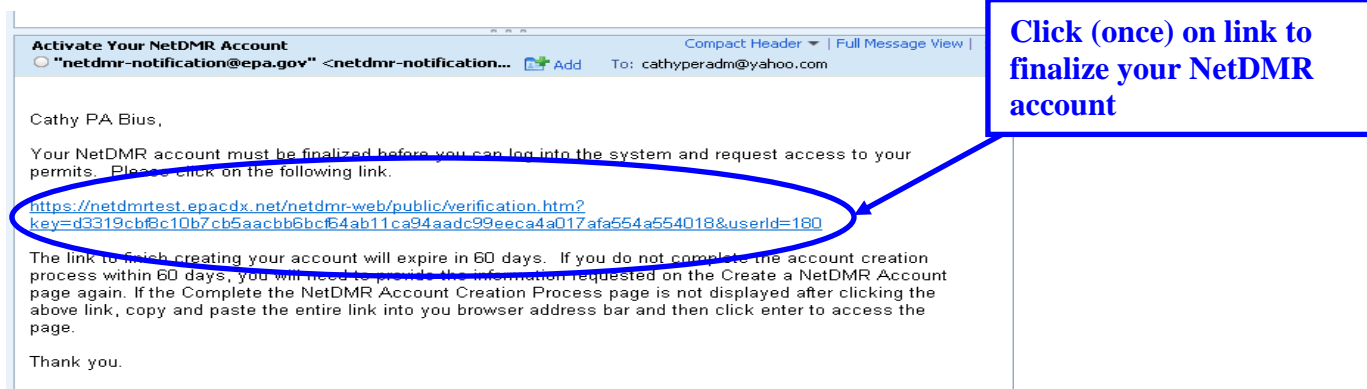
OK

Within the next 24 hours (but typically it's less than that) you should receive an email message from **"netdmr-notification"** (similar to below) that you need to open and read to finalize your account. **Note: you will have 60 days to complete the account creation process before the account becomes inactive.**

Email – Inbox



Open the email, and click (**Important, click only once!**) on the link to finalize your NetDMR account. If the link doesn't work, you may need to copy & paste this in your web browser to access the url.

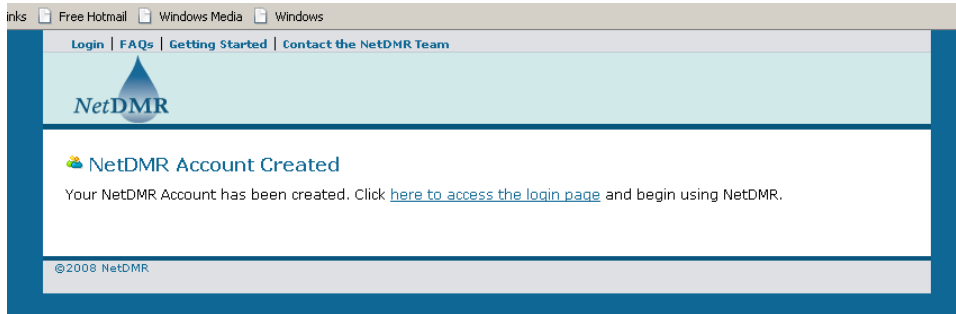


To Complete the NetDMR Account Creation Process, answer the required security question(s) and Create a Password. Passwords can be 8 – 20 characters, alpha & numeric (the following Special Characters are ok “!”, “@”, “#”, “\$”, “^”, “&”, “+”, “=”, “*”). Passwords are also case sensitive.

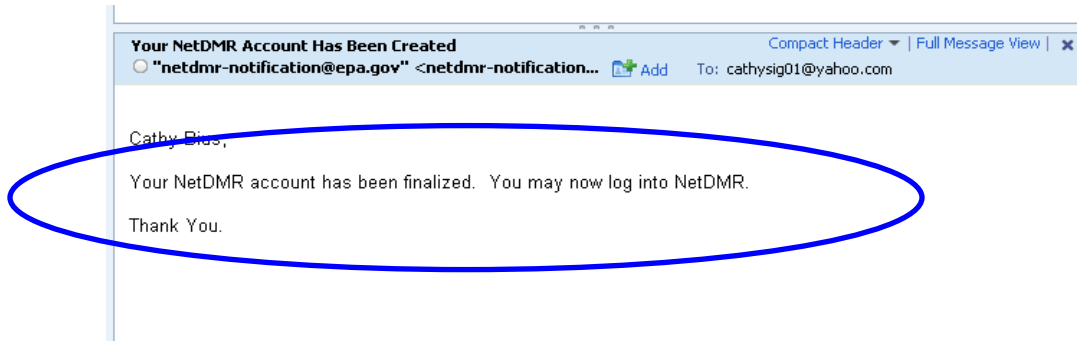
A screenshot of the NetDMR website's account creation page. The header has links for 'Login', 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. The main heading is 'Complete NetDMR Account Creation Process'. Below it, a message says: 'Hello bius.catherine@epa.gov. To finish creating your NetDMR account, provide a response to the security question and create a password for your account.' There are three input fields: 'What was your high school mascot?', 'Create Password:', and 'Enter Password Again:'. To the right of these fields is a note: '(Answers are case-sensitive) (Case sensitive, 8-20 characters, include letters and numbers)'. At the bottom are 'Submit' and 'Cancel' buttons. The footer says '©2008 NetDMR'.

Click “[Submit](#)”

You should receive the following message: “Your NetDMR Account has been created. Click [here to access the login page](#) and begin using NetDMR”.



Congratulations !!! You have now successfully created your NetDMR account. You should shortly receive another email from “**netdmr-notification**” stating that your account has been finalized.



The next step is for the primary NetDMR user(s) (the individual(s) who will be identified as the Signatory/Permit Administrator Role) to “Request Access” to the permits that they will be using – See Next Page.

REQUESTING ACCESS

How do I decide what roles I will need and who will fill these roles?

Now that you have created a NetDMR account, the next step is to **Request Access** to the permits you will be using. You need to think about a couple of things before you do this such as who will be using NetDMR for your facility and what role each person will play in the data entry process. The **first** person creating an account for NetDMR must be a person that will be signing the DMRs (and will be identified as a **Signatory Role**). This person can be the **Responsible Official** (as identified in 40 CFR 122.22) with the authority to sign permit applications, reports, and other permit-required submittals or it can be the **Authorized Official** - someone who has been authorized in writing by the Responsible Official to sign DMRs. The person identified in NetDMR as the **Signatory Role (either the Responsible or Authorized Official)** will also automatically be given the **Permit Administrator** and the **View Roles**. The **Permit Administrator** will have the responsibility for approving other individuals or outside data providers (such as labs) that will be assisting with NetDMR data entry or management at the facility. These individuals could be given Permit Administrator, Edit, or View roles as shown in the table below. It is the responsibility of the first person identified as the **Permit Administrator Role** to approve access for these other users.

Permittee User Functions

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit / Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View											
Edit											
Signatory											
Signatory & Permit Administrator											
Permit Administrator & Edit											
Permit Administrator & View											

To begin the process to **Request Access** to your specific permit go back to the “**NetDMR Welcome**” page (production website address noted on page 1 of this reference guide) and after selecting the correct instance for **EPA Region 10 - State**, Log In to NetDMR using your “**User Name**” and “**Password**”.

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

NetDMR

Welcome

Welcome to the EPA HQ – IL-NM installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

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- If you have any questions about NetDMR, please contact icis@epa.gov.

News

- There are no news items

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After you have logged in, click on the “**Request Access**” tab located at the top of the page

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#) User: cathyperadm@yahoo.com, Permittee User

NetDMR EPA HQ – IL-NM

Search
All DMRs & CORs

Import DMRs
Perform Import
Check Results

Download
Blank DMR Form

Session Lockout Timer: 29:08

Search: All DMRs & CORs

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ **Permit ID:** All Update

☐ **Facility:** All Update

Permitted Feature: All Update

Discharge: All

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

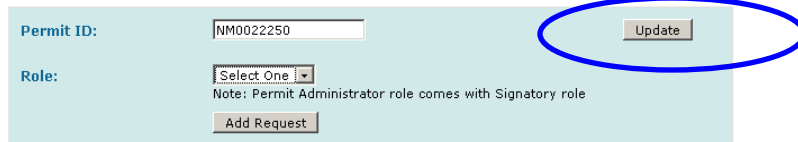
Last 10 Logins

4/9/09	11:48 AM	-
4/9/09	10:48 AM	-

Enter the 9 digit NPDES Permit ID and click the “[Update](#)” tab to see what roles are available for the permit selected.

Request Access to Permits and Associated DMRs

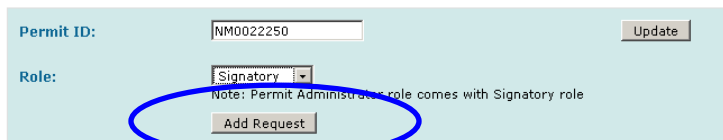
Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.



Select the appropriate user role for yourself from the “[Role](#)” drop down menu. Remember the first person creating an account must select (and have the authority) to be identified as the “**Signatory**” role. After you have identified the appropriate role click “[Add Request](#)”.

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

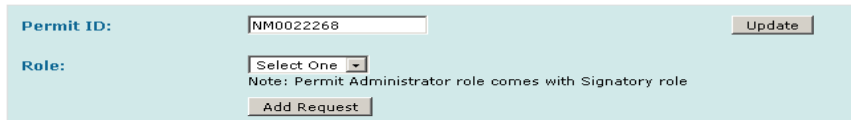


Note: Until the first Signatory privilege is granted for a permit, no other user can be granted read/edit privileges for the permit.

A list of the permits you have requested access for will appear in the “**Access Requests**” section. You can request to “remove access” by checking on the red **X**. It’s very important that you click on the “[Submit](#)” tab once you have completed your access request for all appropriate NPDES IDs.



Request Access to Permits and Associated DMRs

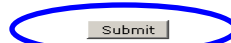
Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.



Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
NM0022250	Signatory	
NM0022268	Signatory	



You will then be prompted in the next screen to provide additional information related to your **Signatory Role**.

The first question you must answer has to do with your relationship to the facility or facilities. The correct answer for most facilities when you click on the “**Select One**” pull down menu for this question is “**Facility**”.

Request Signatory Access - Windows Internet Explorer

https://netdmrtest.epacdx.net/netdmr-web/protected/common/request_access.htm?_flowExecutionKey=_c62cd6db-8788-2570-7830-DEC2FCD23550_k40E3D926-F64C4...

File Edit View Favorites Tools Help

Request Signatory Access

User: 123TestletDMR@gmail.com, Permittee User

NetDMR EPA Register 1, New England

Search All DMRs & CORs Import DMRs Perform Import Check Results Download Blank DMR Form

Session Lockout Timer: 29:44

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NH0100161	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

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Next you must answer the question on how you derive your Signatory Authority. If you are a **Responsible Official** (for a Corporation this means that you are a Corporate Officer such as a president, secretary, treasurer or facility manager; or for a Municipality you are a principal executive officer or ranking elected official) who can sign NPDES permit renewal applications and DMRs then you need to select the **first button** which states “**I have the authority to enter into this Agreement for the Permittee under the applicable standards**”.

If you are an **Authorized Official** – in other words you are being authorized by the Responsible Official to sign the DMRs for your facility then you need to select the **second button** which states “**I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards**”.

If you select the second button you will also need to fill in the Name, Title, and Phone Number of the Responsible Official who is giving you the Authority to sign the DMRs.

Once you’ve answered all of the questions and filled in the appropriate information, click “**Submit**”

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Select One ▾</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p>
NM0022268	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Select One ▾</p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text" value="Connie Overbay"/></p> <p>Title: <input type="text" value="Supervisor"/></p> <p>Phone Number: <input type="text" value="214-665-7274"/></p> <p>Submit Cancel</p>

**Responsible Official
Statement**

**Authorized Official
Statement**

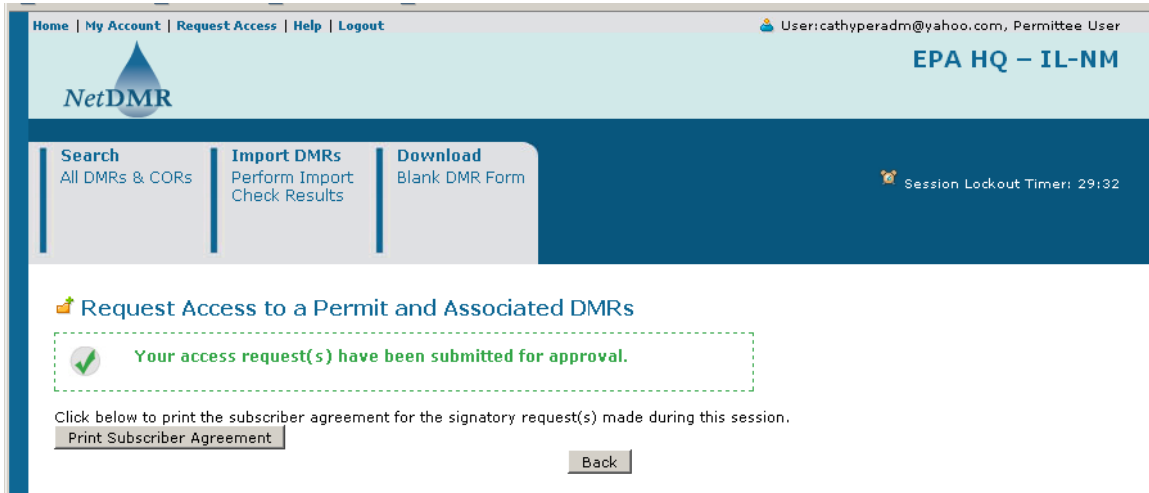
You will be asked to confirm the information submitted and shown in gray. Make any necessary changes and if the responses are correct Click “**Confirm**”

Confirm Access Requests

The table below contains the access requests that you have entered. Click *Confirm* to complete submission of these access requests.

Permit ID	Requested Role	Additional Information
NM0022250	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility ▾</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone: <input type="text"/></p>
NM0022268	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility ▾</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards</p> <p>Name: <input type="text" value="Connie Overbay"/></p> <p>Title: <input type="text" value="Supervisor"/></p> <p>Phone: <input type="text" value="214-665-7274"/></p> <p>Confirm Cancel</p>

At this point your **Access Request** has been submitted **for approval** and you will need to wait for approval before you can access your electronic DMRs in NetDMR.

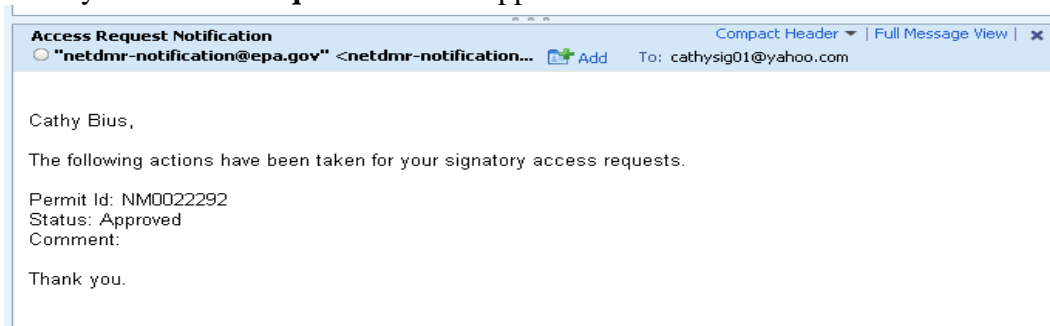


In the **Production Environment**, **please print out a copy of the subscriber agreement, fill the agreement out, sign it, and mail the original agreement back to the following address at EPA (Fax'd copies of the agreement are not acceptable!!!):**

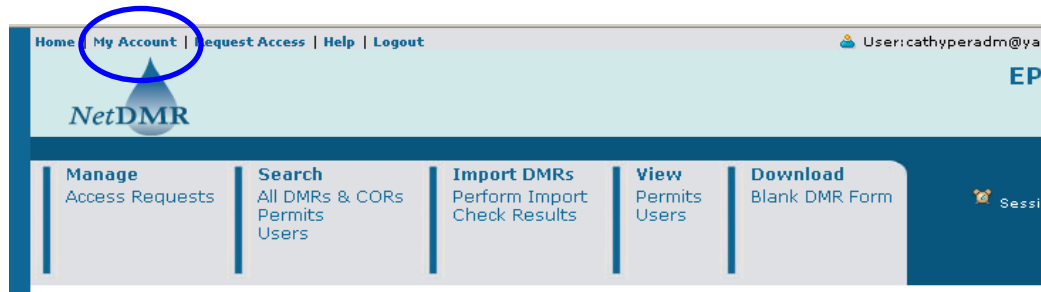
**U.S. EPA, Region 10
Attn: Sharon Eng, OCE-101
1200 Sixth Avenue, Suite 900
Seattle, WA 98101**

If there are multiple people at your facility that have signatory authority then each one will need to complete and submit a separate Subscriber Agreement to EPA. All Signatory Requests submitted by a facility will need to be approved by EPA prior to your entry of data into NetDMR.

You will receive a confirmation email from “**netdmr-notification**” letting you know when your **Access Request** has been approved.



You can view and confirm that you have been given the “Signatory” rights by accessing “[My Account](#)” after **Log In** to NetDMR.



If you scroll down to the “[My Permits](#)” section you can view the types of access granted to you for each NPDES Permits under the “[Access Rights](#)” column. You are also able to access the Subscriber Agreement from this screen.

My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

One Permit found

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0022292	Signatory	Pending	04/29/09 06:36 PM	04/29/09 06:36 PM	

You can also view account information, view selected security questions, and view any pending access requests under the “[My Account](#)” tab.

The screenshot shows the 'My Account' section of the NetDMR website. The top navigation bar includes links for Home, My Account, Request Access, Help, and Logout. The 'My Account' link is highlighted. Below the navigation bar, there are several menu items: Search All DMRs & CORs, Import DMRs Perform Import Check Results, and Download Blank DMR Form. The user's email address, User: cathyperadm@yahoo.com, is visible in the top right corner. The 'My Account' section displays the following information:

Email:	cathyperadm@yahoo.com
User Name:	cathyperadm@yahoo.com
First Name:	Cathy PA
Last Name:	Bius
Telephone Number:	214-665-6456
Organization:	NM
Type of User:	Permittee User

An [Edit Account](#) link is visible in the top right corner of the 'My Account' section.

Selected Security Questions

 Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.


My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Showing 2 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NM0022250	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	
NM0022268	Signatory	Pending	04/13/09 01:53 PM	04/13/09 01:53 PM	


If you need to edit any of the information shown in this section click on the “[Edit Account](#)” tab



Search
All DMRs & CORs

Import DMRs
Perform Import
Check Results

Download
Blank DMR Form

 Session Lockout Timer: 24:30

My Account

Email:	cathyperadm@yahoo.com
User Name:	cathyperadm@yahoo.com
First Name:	Cathy PA

 [Edit Account](#)

Along with basic information about your account, you will be able to change the security questions and/or answers and change your password. Please note that the **Lock Your Account** tab is only to be used when you believe your account may have been compromised or you no longer are planning to use NetDMR. Once this option has been selected your account can only be reopened by an EPA System Administrator.

Security Questions and Answers

 Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

Change Your Password

Your password must be 8-20 characters and contain both letters and numbers.

Enter a new password:	<input type="password"/>	(case sensitive, 8-20 characters, both letters and numbers)
Enter your password again:	<input type="password"/>	

Lock Your Account

Locked accounts can not access NetDMR.

Lock Account ☐

Once you receive your “Access Request Notification” approval email you are now ready to enter data into NetDMR and can also allow others to create and finalize their accounts and request access to your permit. The individual identified as the Permit Administrator will be able to approve or deny those access requests from others in your company or from outside Data Providers.

If you have any further questions about using NetDMR please feel free to email us at R10NetDMR@epa.gov or contact one of the following individuals:

Jason Rodriguez	(206) 553-8508 or rodriguez.jason@epa.gov
Sharon Eng	(206) 553-0705 or eng.sharon@epa.gov